



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 12620.2A  
B 01  
25 Apr 11

MARINE CORPS BASE ORDER 12620.2A

From: Commander  
To: Distribution List

Subj: ALTERNATIVE WORK SCHEDULE (AWS) PROGRAM FOR CIVILIAN  
MARINE EMPLOYEES

Ref: (a) 5 U.S.C., Chapter 71  
(b) CDCO 12272.1  
(c) MCBO 12610.1  
(d) 5 C.F.R., Parts 550, 551  
(e) 5 U.S.C. 6101-33  
(f) 5 C.F.R., Part 610  
(g) MCO 12620.2

Encl: (1) Alternative Work Schedule Request Form  
(2) Work Schedule Form

1. Purpose. Establish an AWS Program in accordance with the references for Civilian Marine employees that does not reduce customer service or productivity. Nothing in this Order is intended to violate, waive, or otherwise be inconsistent with any provision of law, rule, regulation, or any employee rights under the reference (a).

2. Cancellation. MCBO 12620.2

3. Applicability. Per reference (b), this Order applies to appropriated fund civilian employees working for the Marine Corps Combat Development Command (MCCDC) and Marine Corps Base Quantico (MCBQ) under UIC 00264.

4. Background. An AWS, also known as flexible or compressed work schedule, offers many advantages to an agency, such as better management of vehicle traffic flow; reduction of short-term absences; increased service provided by longer office hours; and increased productivity. An AWS Program has the potential to enable management to meet program goals while, at the same time, allow employees more flexibility in scheduling their personal activities. The employee benefits provided by an AWS program are useful recruitment and retention tools. Therefore, AWS should be used to the maximum extent practicable. However, supervisors must recognize that not all positions are suitable for AWS and even if a position may be suitable for AWS, it may not be suitable for all of the flexibilities authorized by this Order. Further, there may be situations in which an AWS is not appropriate for entire sections.

5. Information. There are two types of schedules under the AWS Program: Compressed Work Schedule (CWS) and Flexible Work Schedule (FWS). Employee participation under the AWS Program established by this Order is strictly voluntary. Employees must obtain approval before beginning any of these opportunities.

a. Compressed Work Schedule (CWS). CWS allows an employee to increase the number of hours worked each day so that they can schedule one regular day off each week or each pay period. Under a CWS, arrival and departure times are set by the supervisor and are fixed. Managers may not authorize the use of flexible time procedures in conjunction with a CWS. Employees working a CWS are not eligible to earn credit hours. Employees must work the required number of daily hours to correspond with their approved CWS agreement. Under this Order the below paragraphs (1) and (2), the four day workweek and 5-4/9 plan, are specifically approved.

(1) Four-day Workweek. Under this schedule the employee works 10 hours a day, four days a week. The employee may select a day off, subject to supervisory approval. Managers and supervisors must ensure adequate personnel are on duty to effectively meet their operational requirements.

(2) 5-4/9 Plan. Under this schedule the employee works eight nine-hour days, one eight-hour day, and has one day off during each bi-weekly pay period, for a total of 80 hours per pay period. The employee may select one day per pay period as their day off, subject to supervisory approval. Managers and supervisors must ensure adequate personnel are on duty to effectively meet their operational requirements.

b. Flex Work Schedule (FWS). A FWS splits the workday into two types of time: core time and flexible time. Core time is that time during the workday when all employees must be present for work. For purposes of this AWS Program, core time is 0900-1400, although commanders and division heads or equivalent are authorized to designate in writing a different core time band to meet mission and office coverage requirements. Flexible time is that time during the workday for which employees may choose arrival and departure times. The standard flexible time bands are from 0600 - 0900 for arrival times and from 1400 - 1800 for departure times. Employees working a CWS are not eligible to earn credit hours. The five types of authorized FWS are:

(1) Flexi-Tour Schedule. A flexi-tour schedule is a fixed schedule requiring the employee to select and adhere to daily arrival and departure times. The employee's schedule must account for eight hours per day, 40 hours per week, and must cover established core hours. Arrival and departure times must be set within the established flexible time bands.

(2) Gliding Schedule. A gliding schedule is one in which the employee has a basic work requirement of eight hours per day and may select an arrival time each day and may change the arrival time daily as long as it is within the flexible time band. The schedule must cover core times each day. A gliding schedule is not a fixed schedule.

(3) Variable Day Schedule. A variable day schedule is one in which an employee has a basic work requirement of 40 hours per week. However, the employee may vary the number of hours worked each day (e.g., the employee may work 10 hours on Monday, eight hours Tuesday through Thursday, and six hours on Friday). The schedule must cover core time each day. A variable day schedule is not a fixed schedule.

(4) Variable Week Schedule. A variable week schedule is a schedule in which an employee has a basic work requirement of 80 hours per pay period. The employee's work schedule must cover core time each day, but the number of hours worked on a given day and within a week may vary (as long as the pay period total equals 80 hours). A variable week schedule is not a fixed schedule.

(5) Maxi-flex. A maxi-flex schedule contains core time on fewer than 10 days in the pay period. The employee may vary arrival and departure times and may vary the hours worked on a given day or week, as long as the pay period total equals 80 hours. A maxi-flex schedule is not a fixed scheduled. This is the most flexible schedule available under FWS and will not be appropriate for many positions. Supervisors are, therefore, specifically cautioned to carefully consider an employee's work requirements before endorsing their request for a maxi-flex schedule.

c. Credit hours. Credit hours are those hours of work in excess of the basic work requirement that an employee voluntarily elects to work. Credit hours are distinguished from compensatory hours in that credit hours are not officially ordered, do not require advance approval by management for each case, and will not payout after one year.

(1) Before an employee works, earning credit hours, their supervisor must authorize it. This approval may be in the form of an email and may cover future pay-periods.

(2) Credit hours earned each pay period will be officially approved at the end of the pay period when the supervisor certifies hours worked and leave taken in the Standard Labor Data Collection and Distribution Application (SLDCADA). Credit hours, in excess of the required workday, must be recorded in the Type Hour Code (THC) field on the timesheet in SLDCADA as Credit Hours Earned-CD.

(3) A maximum of 24 credit hours for full-time employees may be accumulated. Credit hours in excess of the maximum allowed for accumulation are forfeited.

(4) The accumulation of credit hours should be managed so an employee does not accrue more than can be accumulated and carried on the books.

(5) Employees must use their accrued credit hours as leave prior to separation (e.g., transfer, resignation, retirement, etc.) or prior to converting to a CWS or standard tour.

(6) Credit hours may be earned and used in 1/2 hour increments only.

(7) Credit hours are used in the same manner as annual leave. Credit hours taken as leave will be recorded in the THC field on the timesheet in SLDCADA as Credit Hours Taken-CN.

(8) Only credit hours earned in a prior pay period and accrued in SLDCADA may be used as leave.

(9) Senior Executive Service (SES) members are not permitted to earn credit hours.

6. Policy. Only Commanding Officers and Division Directors, to include those subordinate to the Director of Capabilities Development Directorate, are authorized to approve AWS within their organizations, and in every case are expected to ensure their mission and requirements are performed effectively and efficiently.

a. Collective Bargaining (Union) Obligations. When employees are represented by a collective bargaining unit, known as a Union, bargaining obligations must be satisfied as required by reference (a). If any unit desires to establish a mandatory CWS for employees, the unit supervisor must coordinate with the Human Resources and Organizational Management Office, Quantico (HROM-Q) prior to implementation. Implementation of this Order does not affect any mandatory CWS schedule that has previously been approved and implemented.

b. Managers and supervisors are encouraged to support maximum employee use of the AWS Program, but should not favorably endorse any employee request for an AWS if it is likely to reduce productivity, hinder customer service, or increase operating costs.

c. Employees must submit their requests to their first-line supervisor in writing using the Enclosure (1), AWS Request Form, at least one full pay period in advance of the start of the pay period in which the schedule is to be effective. Employee requests are subject to the following limitations:

(1) Time off for lunch may not be counted in meeting an employee's basic work requirement. A lunch break of 30 minutes or one hour is required for any employee who works six or more hours in one day.

(2) Employees may not request more than 10 hours of scheduled work on any given day.

(3) Scheduled arrival and departure times must be only on the quarter hour, half hour, or the hour (e.g., 0630, 0645, 0700, 0715, 0730, 0745, etc.)

(4) No change to a schedule shall be made before the beginning of the next pay period.

(5) Employees may only request to change their schedule during any calendar year twice, except in emergency situations (e.g., poor health or extreme personal hardship). Employees required to revert to a normal schedule for the purposes of attending training, or a similar situation requiring five eight-hour workdays, may return to their original AWS without it counting towards their allowed two changes in a calendar year.

d. Division Directors, to include those subordinate to the Director of Capabilities Development Directorate, may not work a CWS and must obtain approval for FWS from their Senior Rating Official (second level supervisor).

e. Supervisors are to review requests for an AWS and favorably endorse requests that meet mission and office coverage requirements. Supervisors periodically review and adjust work schedules to ensure that employee participation in an AWS is consistent with mission requirements.

f. No adjustments will be made to parking rules, cafeteria hours, security hours, bus schedules, etc., due to employee participation in an AWS. Persons working early or late can be subject to uncomfortable temperature levels.

g. An AWS does not require a supervisor to extend his/her working day beyond normal working hours. In cases where the presence of a supervisor is required, coordination between supervisory and non-supervisory personnel is to take place in order to establish a mutually satisfactory schedule. Supervisors remain responsible for managing overtime.

h. Leave

(1) For purposes of this section, leave includes annual leave, sick leave, credit hours taken (if permitted), compensatory time off, excused absence, and leave without pay.

(2) An employee on a CWS is to be charged leave in an amount equal to the number of hours that they are scheduled to work for absences from duty.

(3) An employee on a flexi-tour or gliding flexible work schedule, is to be charged an amount of leave equal to the number of hours they are absent from duty, not to exceed the total number of hours they were scheduled to work.

(4) An employee on a variable day, variable week, or maxi-flex schedule is to be charged leave, not to exceed 10 hours per day, for absences so that at the end of the week or pay period the amount of leave charged plus the number of hours worked is equal to the basic weekly or bi-weekly work requirement, as applicable.

(5) The above rules apply if MCB Quantico is closed or closes early, such as for inclement weather.

i. Overtime. Overtime rules are consistent with reference (c) and (d). Prior supervisory approval to earn overtime and compensatory hours, and use overtime and compensatory hours is required.

(1) For employees on a CWS, overtime hours are those hours in excess of the number of hours the employee was scheduled to work that are ordered in advance by an authorized overtime approving official.

(2) For employees on a FWS, overtime hours are those hours in excess of eight hours per day or 40 hours per week that are ordered in advance by an official authorized to approve overtime. If the hours ordered to be worked are not in excess of eight hours per day or 40 hours per week, the employee may, at management's discretion, be permitted or required to:

(a) Take time off from a subsequent workday in an amount equal to the number of extra hours of work ordered; or

(b) Complete the basic work requirement as scheduled and count the extra hours as credit hours.

j. Holidays. In accordance with references (e) and (f), employees on a FWS and CWS receive basic pay when relieved or prevented from working on a workday designated as a holiday.

(1) Employees on a CWS are to be credited with the number of hours the employee was scheduled to work on a workday designated as a holiday. When a Federal holiday occurs on an employee's CWS day off, the employee shall be entitled to an in-lieu-of day for that holiday. The following rules apply in determining an in-lieu-of day pay entitlement:

(a) If the holiday falls on Sunday, the first regularly scheduled workday following the Sunday-holiday is the employee's in-lieu-of day.

(b) If the holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in-lieu-of day.

(c) Supervisors may designate a different day for an employee's in-lieu-of day to ensure office coverage and mission requirements are met. Such a day must be within the same pay period as the holiday.

(2) Employees on a FWS are to be credited with eight hours of holiday leave on scheduled workdays designated as a holiday, regardless of the number of hours the employee planned or was scheduled to work. Employees who planned or were scheduled to work more or fewer than eight hours on a holiday are required to adjust their work schedules to ensure that 80 hours are accounted for in the pay period. If a holiday falls on a non-workday for an employee on a maxi-flex FWS, they shall be entitled to an in lieu of holiday as described for employees on a CWS.

k. Telework. Employees authorized to telework may also be approved to work an AWS.

## 7. Administrative Instructions

a. Requests. Employees must complete Enclosure (1), AWS Request Form, and it must be signed approved by their Commanding Officer or Division Director, to include those subordinate to the Director of Capabilities Development Directorate, before any AWS may be started.

b. Recording Credit Hours. Employees must document credit hours earned and taken in SLDCADA. Credit hours earned will be recorded in the THC field as CD. Credit hours taken will be recorded in the THC field as CN.

c. SLCDADA Work Schedule. Supervisors must ensure approved work schedules are updated and correct in SLDCADA. This must be done by submitting Enclosure (2), Work Schedule Form, to the MCCDC Comptroller, Customer Service Section (Payroll Office).

d. Temporary Duty (TAD/TDY)/Details. When a civilian employee participating in this AWS Program is required to travel for temporary work purposes (i.e., TAD/TDY), or attend a training course/session, the employee's work schedule for those assignments shall convert to the basic non-overtime workday not exceeding eight hours scheduled on five days, Monday through Friday, when possible. Any adjustment in schedules must account for the required 80 hours of work during the basic work requirement. The same rules normally apply to a civilian employee who is placed on a detail or is detailed to duties in an organization where the hours of work are different from the employee's approved schedule.

e. Temporary Suspension/Changes of AWS. Any form of AWS can be temporarily suspended or changed for a position, a work unit, an organization, or activity when circumstances are such that a change is necessary. Circumstances that may warrant such a change include, but are not limited to, a bona fide emergency, elevated threat conditions, hazardous weather conditions, periods of unusually high workload when the presence of all employees in an organizational unit is needed to accomplish the mission, or when otherwise required to accomplish the mission. Supervisors will provide as much advance notice as possible to employees and the Union, if applicable, if such a change is required. An employee may request an exception to a change in work schedule for valid, serious personal hardship that would be created by changing to another schedule temporarily. Supervisors have the authority to recommend or disapprove such requests without further review. After the situation is resolved, employees on an AWS shall return to their normal AWS at the beginning of the next pay period, if administratively possible.

f. Supervisory Controls. Any employee whose performance requires additional management/supervisory oversight may have their AWS temporarily or permanently discontinued or altered, subject to appropriate determination by the supervisor with notice to the appropriate denial authority.

g. Transfers/Reassignment. Any AWS established for an employee shall not continue upon transfer or reassignment outside of that employee's respective work unit.

/s/  
D. J. CHOIKE

DISTRIBUTION: A



EMPLOYEE NAME: \_\_\_\_\_

Flexible:    ☐ Flexi-tour        ☐ Gliding            ☐ Variable day  
                 ☐ Variable week ☐ Maxi-flex

Record the tour of duty you propose to work (e.g., 0730 to 1600, 0630 to 1500) and the number of work hours each day in the table below. Total pay period work hours (i.e., number of daily hours not including lunch break) must equal 80. For flexi-tour and compressed schedules, the tour of duty will be fixed schedules. For all other schedules, the tour may vary from pay period to pay period.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	# of work hours:	# of work hours:	# of work hours:	# of work hours:	# of work hours:
WEEK 2	# of work hours:	# of work hours:	# of work hours:	# of work hours:	# of work hours:

Signature	Employee's Printed Name	Date
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☐ yes    ☐ No

Signature	Supervisor's Printed Name	Date
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☐ Approved      ☐ Disapproved

Signature	Authorizing Official Printed Name	Date
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## WORK SCHEDULE

SSN: \_\_\_\_\_ NAME: \_\_\_\_\_ ACT  
UIC: 00264 ORG: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ (MM/DD/YY)  
T&A STATUS CODE: \_\_\_\_\_ (A/P/X)  
AWS CODE: \_\_\_\_\_ (0-8)

Type of work schedule requested (SELECT ONLY ONE)

( ) Standard 8 ( ) Flexi-tour ( ) Gliding ( ) Variable day  
( ) Variable week ( ) Maxi-flex ( ) Compressed 5-4/9 ( ) 4-day week

### \*\*\*\*\*PAY PERIOD TOUR OF DUTY\*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY? (Y/N)
WEEK 1:	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT:	_____	_____	_____	_____	_____	_____	_____	_____
NIGHT DIFF:	_____	_____	_____	_____	_____	_____	_____	_____
WEEK 2:	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT:	_____	_____	_____	_____	_____	_____	_____	_____
NIGHT DIFF:	_____	_____	_____	_____	_____	_____	_____	_____

STANDING JON: \_\_\_\_\_  
(NOTE: FIRST 20 CHARACTERS OF JON)  
(WCI 6/ ORG 6/ OC 2/ SOC 2/ SERIES 4)

TIMECARD DESTINATION: \_\_\_\_\_

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS ☐/1 ☐/2 ☐/3

\_\_\_\_\_  
SUPERVISORS PRINTED NAME

\_\_\_\_\_  
SUPERVISORS SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED

## DEFINITION FOR REQUIRED CODES

**ORG** - YOUR ORGANIZATION (AVAILABLE WITHIN SLDCADA AND NORMALLY 6 CHARACTERS)

**T&A STATUS CODE** - A = ACTIVE P = PENDING X = DECEASED

**AWS CODE** - THE APPLICABLE CODE LISTED BELOW THAT PERTAINS  
TO THE "NEW" WORK SCHEDULE THAT IS BEING  
REQUESTED/SUBMITTED

0 = NOT ON AWS - CREDIT HOURS NOT ALLOWED

1 = FLEXITOUR - CREDIT HOURS ALLOWED

2 = GLIDING SCHEDULE - CREDIT HOURS ALLOWED

3 = VARIABLE DAY SCHEDULE - CREDIT HOURS ALLOWED

4 = VARIABLE WEEK SCHEDULE - CREDIT HOURS  
ALLOWED

5 = MAXIFLEX WORK SCHEDULE - CREDIT HOURS  
ALLOWED

6 = COMPRESSED WORK SCHEDULE - CREDIT HOURS NOT  
ALLOWED

7 = FIRST FORTY - CREDIT HOURS NOT ALLOWED

8 = COMPRESSED WORK SCHEDULE - CREDIT HOURS NOT  
ALLOWED

D = VARIABLE WORK SCHEDULE - CREDIT HOURS  
ALLOWED

E = MAXIFLEX WORK SCHEDULE - CREDIT HOURS  
ALLOWED